

Transferable Skills

Transferable skills are those that can be applied in multiple work settings. Consider incorporating them, in addition to those that are specific to the job posting, by providing examples of when you have successfully used them in your bulleted accomplishment statements. Some examples of transferable skills include the following:

Clerical genius....

Bookkeeping, classifying, collecting, compiling, computing, examining, filing, organizing, recording, word processing

Your communication is legendary...

Editing, explaining, influencing, interpreting, listening, mediating, promoting, speaking, translating, writing

When your creativity flowed...

Designing, developing, establishing, illustrating, imagining, improvising, inventing, innovating, performing, revitalizing, visualizing

Financial guru...

Accounting, administering, allocating, auditing, balancing, calculating, forecasting, investing, projecting

Human Relations maven...

Advising, assisting, counseling, empathizing, facilitating, guiding, listening, motivating, representing, serving

Management wizard...

Communicating, consulting, coordinating, delegating, directing, evaluating, leading, negotiating, persuading, planning

Problem solver extraordinaire...

Analyzing, appraising, diagnosing, examining, executing, planning, proving, reasoning, recognizing, validating

Public Relations mastermind...

Conducting, consulting, informing, planning, presenting, promoting, representing, responding, researching, strategizing, writing

Research brilliance...

Assessing, calculating, collecting, diagnosing, evaluating, examining, extrapolating, interviewing, investigating, synthesizing, validating

Technical geek...

Adjusting, aligning, assembling, drafting, engineering, evaluating, installing, observing, operating, programming, quality checking, repairing, writing

Training prodigy...

Adapting, communicating, demonstrating, enabling, encouraging, evaluating, explaining, instructing, planning, stimulating